

Forum

The Monthly Publication of NAUG: *The National AppleWorks Users Group*

Volume I, No. 3

October, 1986

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LATE NEWS FROM APPLE COMPUTER

Apple Announces New Version of AppleWorks

[Ed: On September 15th, Apple Computer announced a new version of AppleWorks with the following news release. We will start to publish articles about AppleWorks version 2.0 in next month's issue.]

AppleWorks, which combines word processing, spreadsheet and database applications, now offers a mail merge function for producing personalized form letters. The enhanced AppleWorks automatically loads into Apple memory expansion cards [Ed: and memory expansion cards from most third party vendors] for greater speed and convenience, handles more complex spreadsheets and works with larger files. The new version is compatible with the Apple IIe, Apple IIc and the new Apple IIgs computers.

New features in AppleWorks enhance the capabilities of individual applications, take advantage of larger memory capacities now available on Apple II systems and extend integration to include mail merge.

Mail merge lets users combine information from a database file with documents created with the AppleWorks word processor. For example, AppleWorks can automatically generate form letters that are personalized with names, addresses and any other identifying information contained in a mailing list file. The user avoids the inconvenience and expense of needing a separate mail merge package.

[Ed: I tried the new mail merge feature; it's easy to use and works well. Because it is integrated into AppleWorks you can use the selecting power of the data base to easily generate different letters to different groups of people in a data base file. It can also be used to fill out forms.]

AppleWorks now automatically loads into Apple [Ed: and most third-party] memory expansion cards each time the system is turned on. This saves steps and time for the user and enables the software to operate faster.

The enhanced AppleWorks can take advantage of additional memory provided by Apple memory expansion cards for a larger desktop and increased file sizes. The desktop can range from 56K on a system with the minimum 128K of RAM up to 1012K on a system equipped with a one-megabyte memory expansion card. The desktop can hold up to 12 files at once for quick access. [Ed: Sorry, folks, no increase in that limitation.]

Maximum file sizes also increase with the addition of an Apple memory expansion card. [Ed: Again, this benefit is also available to owners of third party cards.] With a memory card, the user can create a word processing document over 180 pages long (7250 lines), a database of 6350 records or a spreadsheet with 10K per row.

New spreadsheet features enable the user to perform more complex analyses and provide additional flexibility. The following features were added to the spreadsheet:

--Logical "ands" and "ors" allow compound "if statements" in formulas for complex analyses.

--A new rounding feature lets the user calculate on either the visible, rounded-off number or the actual underlying number, thereby providing extra precision.

--The user can now cut and paste between multiple spreadsheets more easily by choosing to simply transfer values, and not formulas, attached to a cell. [Ed: So users can link spreadsheets and, with MacroWorks or AutoWorks, automate the linking process.]

New manuals and tutorials make AppleWorks easier to use for both novice and advanced users. A new intermediate level tutorial and "tips" reference section for more advanced tasks help the user go beyond the basics. Sample files are tailored for specific environments such as school administration, managing club projects or running a home business.

The new AppleWorks (version 2.0) is available now and replaces the earlier product. The suggested retail price remains \$250 in the U.S. Current owners of AppleWorks (versions 1.0 through 1.3) can obtain a complete new package, including manuals and tutorial disks, by filling out a pre-addressed mailer available from Apple dealers and enclosing \$50 (U.S.), their original diskettes and Reference Manual cover. The offer expires 4/30/87.

AppleWorks 2.0 requires at least 128K of RAM on the Apple IIe and also runs on the Apple IIc and Apple IIgs. To accommodate the two disk drive formats now available for the Apple II line, each AppleWorks package contains both 5.25 and 3.5 inch disks. The program can be used with a single disk drive, but two drives are recommended if 5.25 inch disks are used.

Many of the desk accessories and templates designed to be used with AppleWorks are compatible with version 2.0. Some programs which are memory-dependent will need revisions. Owners should contact those products' developers for information on upgrades.

[Ed: We will publish information about compatible programs as soon as it is made available from Apple and as we receive letters from our members.]

Forum

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Publisher: The National AppleWorks Users Group

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SEPARATING A LARGE SPREADSHEET

To the Editor:

I maintain the sales records for a small company on an AppleWorks spreadsheet. Now I want to print a quarterly report showing the sales data for each salesman on a separate page. Can that be done?

Molly Jackson
Charleston, West Virginia

[Yes, Molly, you can use your spreadsheet data to print separate sales reports for different salesmen. There are a number of ways to get the report you want; here's one method: (I assume that (a) you do not want to move your data over to the data base module...which is the procedure I would recommend, and (b) each row of the spreadsheet contains one sales record and the total sales figures are at the bottom of the spreadsheet.)

1. Insert a column in the spreadsheet called "Salesman". In that column put a number next to each sales record showing the salesman number. (Use a number rather than a name...look at the **Data Base Tip** section of this issue of the **Forum** for more information about numeric codes.)

2. Save your spreadsheet (Apple-S).

3. Use the Arrange command (Apple-A) to sort the sales records so the sales figures for each salesman are clustered together.

4. Use the Insert command (Apple-I) to insert some blank rows between each salesman's data.

5. Insert the necessary summation formulas between each salesman's data.

6. Edit your spreadsheet to make certain it will fit across one printed page. Make a mental note of the characters per inch setting necessary to print your spreadsheet across one page. (AppleWorks tells you how many characters you're trying to print on each line when you invoke the Print command (Apple-P) within the spreadsheet module.)

7. Print your output to the clipboard (for the word processor); not to the printer.

8. Create a new word processor document. Use the Options command (Apple-O) to set the left and right margins to zero and the characters per inch to a size that allows you to print the spreadsheet across the page.

9. Use the Copy command (Apple-C) to copy the spreadsheet from the clipboard. If the spreadsheet is more than 79 characters wide, it will look terrible on the screen...but if it fits on the printed page in the spreadsheet module, it should print correctly with the word processor.

10. Insert a "New Page" command between each salesman's data.

11. Print the spreadsheet.

Molly, you might be better off keeping these financial data in a data base file instead of a spreadsheet. We're planning an article on the selection between AppleWorks spreadsheet and data base modules for a future issue of the **Forum**. We're also planning an article on how to move spreadsheet data into a data base; you won't have to re-enter your data if you decide the data base module is more appropriate for your application.]

USING APPLE-R IN THE DATA BASE

Dear Cathy,

I'm a salesman and a new AppleWorks user. I'm trying to use the AppleWorks data base to help me keep track of sales contacts. But I can't get the "Find" command to do what I want. For example, if I want AppleWorks to find all the contacts I've input for Franklin, Pennsylvania, I tell the program to find "Franklin". But the program not only lists all companies in Franklin; it also lists all companies with "Franklin" in its name, all people named "Franklin" and everyone who lives on "Franklin" street. Am I doing something wrong or is this a limitation of the program?

Charles Black
Wheeling, West Virginia

[Charles: the Find command (Apple-F) is designed to help you quickly find all records that contain any particular string of characters. I don't believe the Find command is very useful...for the reasons you cite in your letter. But there is a more powerful search command in the AppleWorks data base. It's hidden under the name of "Record selection rules" and is invoked with an Apple-R.

"Record selection rules" allows you to specify individual data base categories to search and the selection criteria for that category. In addition, it allows you to specify up to three different selection rules for any single search. You can use that power to search for all companies in the city of Franklin that purchased more than \$20,000 of widgets from you within the past year.

You can use the Record selection rules feature to either list selected records on your screen or to print selected records during the reporting process. To do the latter, invoke Apple-R while you are creating a report format. AppleWorks will lead you through the process of defining your record selection rules. Those rules will be in effect whenever you invoke that particular report format. You can change the records selection rules for that format by getting the report format on the screen and issuing another Apple-R command.

Once issued, a record selection rule remains in effect until cancelled. You cancel the current record selection parameters by issuing another Apple-R command.]

(LETTERS, Continues on Page 4)

A SPREADSHEET "BUG"?

Dear Ms. Merritt:

I have not been able to solve the following problem when using the @IF function in the spreadsheet. I am using AppleWorks version 1.2R.

In this example, if the value in cell E10 matches the sum of cells C9 through C14, cell C16 should contain the sum of cells C9 through C14. If the sum of C9 through C14 does not match the value in E10, cell C16 should contain "#####".

When the spreadsheet contains whole numbers it works properly...as follows:

==A=====	B=====	C=====	D=====	E=====	F=====
8					
9		\$20.00			
10		\$2.00	\$188.00		
11		\$50.00			
12		\$25.00			
13		\$45.00			
14		\$46.00			
15		-----			
16		\$188.00			

Cell C16 contains the formula:

@IF(@SUM(C8...C15)=E10,E10,9999999999).

But if I substitute a decimal number for any one or more of the values in column C I always get "##### in C16. Like this:

==A=====	B=====	C=====	D=====	E=====	F=====
8					
9		\$20.01			
10		\$2.01	\$188.02		
11		\$50.00			
12		\$25.00			
13		\$45.00			
14		\$46.00			
15		-----			
16		#####			

I tried the obvious solutions such as making column C a bit wider, but to no avail. Any solutions to this problem will be appreciated.

Donald S. Allen, P.E.
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(313) 529-2411

[Don: This one has us stumped. We tried it with versions 1.2, 1.2R and 1.3 and got the same results each time. Any member able to help?]

NOTES FROM APPLELINK

Information from Apple Computer

by Cathleen Merritt, Editor

[Authorized Apple dealers have access to technical support information from Apple Computer through an on-line system called "AppleLink". The NAUG Forum publishes items of interest to AppleWorks users that appear on the AppleLink system. See your Apple dealer for more information about items discussed in this column. (We appreciate the assistance of The Learning Center, a full-service Apple dealer in Ann Arbor, Michigan in helping us publish this column.)]

AppleWorks with Scribe Printers

If you're using AppleWorks version 1.1 and a Scribe printer, Apple reports a problem getting correct formatting of paragraphs after the first paragraph in a document. An AppleLink memo of March 4, 1985 describes how to eliminate the problem and states that this problem does not exist in versions 1.2 or 1.3 of the program. Version 1.1 users, here is another reason to update your program.

Okidata 92A Printers and the Apple IIc

Apple reports that Okidata 92A printers do not work properly with the Apple IIc unless you change some printer switch settings in the printer. If you're using an Oki 92A with the IIc, make certain that both "SP1" and "SP2" on the serial interface card INSIDE THE BACK OF THE PRINTER are set to side B. Also make certain switches 9 through 11 on the serial card inside the back of the printer are set as follows: SW9=OFF, SW10=OFF, SW11=ON.

If you have an Oki 92A, ask your Apple dealer to check AppleLink for the item updated on July 9, 1985. It has additional information about the switch settings and the keystroke combinations necessary to implement all the custom printer functions.

C. Itoh Prowriter 8510 Printers & AppleWorks

If you're using a C. Itoh Prowriter 8510 with a IIc, contact your local Apple dealer for an AppleLink item updated July 9, 1985. This lengthy item describes the switch settings that must be made within the printer to get the unit to work properly with the IIc.

All Prowriter 8510 owners should know that the AppleWorks control codes for the Imagewriter work correctly with the ProWriter except for Proportional-2, subscripts and superscripts. If you don't need superscripting and subscripting, Apple suggests you configure your printer by telling AppleWorks you have an Imagewriter.

AppleWorks with Brother printers and/or Apricorn interface cards

If you have or are considering buying a Brother printer or an Apricorn interface card, ask your dealer for the AppleLink item dated March 4, 1985. This item indicates that Brother printers require certain escape sequences that include a Control-I. However, many interface cards "trap" Control-I commands. If you have a Brother printer and an Apple Super Serial Card, add "Control-I Z RETURN" in front of the normal setup string for your interface card or for your character per inch commands. If you have an Apricorn parallel card and a parallel Brother printer, enter Control-I Control-A in front of the normal sequence. In addition, if you have a Brother printer, define the command for 10 cpi as "ESCAPE S".

The AppleLink item also shows the AppleWorks printer control codes to use with both serial and parallel Brother printers.

SPELLING CHECKERS

COMPARISON OF THREE APPLEWORKS SPELLING CHECKERS: PART 1

by Bert Greene

[Ed: This is the first of three articles. This month Dr. Greene offers informal evaluations of the MegaWorks program. In the coming months he will review the Sensible Speller and Pinpoint spelling checkers.]

Let's start with the bad news: I own three spelling checking programs for AppleWorks and I can't offer an unqualified recommendation for any of them. But the good news is that they work, serve different functions, and that I use all three at different times.

MegaWorks

MegaWorks, from MegaHaus Corporation, is an AppleWorks software accessory that offers two components: a spelling checker and a mail merge program. In this article I'll only discuss the spelling checking portion of the program. [Ed: We plan to publish an article comparing the mail merging capabilities of MegaWorks and AutoWorks in a future issue of the *Forum*.] The two-program MegaWorks package sells for about \$70 from mail order discount dealers.

Here's How to Use MegaWorks

1. Save your AppleWorks word processor document.
2. Quit the AppleWorks program.
3. Boot up MegaWorks.
4. Select the spelling checking option from the MegaWorks menu and select the AppleWorks file you want to check.

MegaWorks reads in the document, checks the spelling and displays words it doesn't recognize in context to help you determine the meaning of the word. You can accept the present spelling of the word, ignore all occurrences of the word, correct the spelling of the word or all occurrences of the word, add the word to the MegaWorks dictionary, or quit the program. When the spelling check is complete, MegaWorks stores the corrected and original versions of your document on the data disk. You then return to AppleWorks to make further changes to your file or print your document.

There are two versions of MegaWorks; one for enhanced IIe's and IIc's and an earlier version for unenhanced II's. I purchased the wrong version and MegaHaus quickly replaced the program disk. (They did not know I would write about their product, so I presume this replacement policy is standard operating procedure.)

The Advantages of MegaWorks

1. The MegaWorks spelling checker is easy to use; it follows the AppleWorks menu format. Although the documentation is excellent, many of my students learned how to use the spelling checking portion of the program without reading the manual.
2. The screen displays are easy to read and questionable words are shown in context, including the capitalization and punctuation you entered into the document.
3. The MegaWorks dictionary is more than adequate with one exception: single letters (like the letter "B") are not in the dictionary. When I first used the program I had to add those letters; otherwise anything I wrote that listed ideas in a,b,c order was "flagged" by the program. It is easy to add words to the dictionary, so I had no difficulty correcting this MegaWorks shortfall.

4. MegaWorks retains the original (uncorrected) copy of your document on your data disk. If something happens during the spelling checking process or if you want to return to your original document, the original file remains on the disk...even after the "corrected" file is written onto the disk when MegaWorks completes its job.

The Disadvantages of MegaWorks

1. You must leave AppleWorks to use MegaWorks and then return to AppleWorks to print your document. This is particularly troublesome since I have a memory expansion card in my IIc. Like most memory expansion card owners, I like to load in all the AppleWorks modules when I boot up AppleWorks; that significantly speeds up its operation. However, it takes about three minutes to boot up AppleWorks and load all the modules into the memory card; that's a long time to wait after checking the spelling of a document. The delay and disk swapping discourages me from checking short documents with MegaWorks.

In addition, MegaWorks does not appear to use standard ProDOS file structures; I cannot start MegaWorks without

(SPELLING CHECKERS, Continues on Page 6)

rebooting my Apple. Rebooting the Apple clears my memory expansion card. In addition, I can't figure out how to copy the MegaWorks dictionary to the RAM disk...my file copy programs won't work with MegaWorks. (Even though the dictionary is not copy protected, I cannot get a file copy program to copy the files...and you must use a file copy program to transfer data to a RAM disk...disk copy programs won't work.) I'd like to configure a portion of my memory expansion card as a RAM disk and store the MegaWorks program and dictionary on the card. That would dramatically speed up the program and reduce disk swapping. However, since I must reboot my Apple to run MegaWorks and since I can't transfer the MegaWorks dictionary to the RAM disk, I must be satisfied with the slower disk operation of the program. And slow it is...but more about that later.

The best way to use MegaWorks is to collect a series of documents on the disk, quit AppleWorks, check the spelling of all the documents, and return to AppleWorks to print the files.

[Ed: This issue of the *Forum* contains the first of three articles on how to use an extra memory card as a RAM disk. The author of that series describes how to use a memory expansion card to speed up a spelling checking program in the second and third segments of that series.]

2. The spelling checker cannot handle documents larger than about 30K. I fancy myself a serious writer; I write numerous chapter-length manuscripts. I run AppleWorks on an Apple IIc enhanced with a 512K Checkmate Technologies card; MegaWorks is unable to use the extra memory in my machine. While MegaWorks will check my letters and short articles, it can't handle documents larger than about ten single-spaced pages.

3. MegaWorks is s-l-o-w...and I can't find a way to speed it up. For example, it took the program a bit more than nine minutes to check an earlier (16K) version of this article. (I started timing from the moment I booted the MegaWorks disk until MegaWorks displayed the first word for me to correct.) Every part of the process seems slow...including reading the file in from the disk and writing the corrected file back to the disk after the spelling check is complete. (It took MegaWorks another three minutes to write the corrected file onto the disk...so it took a total of 11-1/2 minutes for MegaWorks to check this document...not counting the time it took me to review the words MegaWorks didn't recognize.)

To it's credit, the program keeps you informed of its status in an on-screen window and by displaying a series of dots on the screen as it reads in and checks your document. But the process is painfully slow.

4. MegaWorks cannot suggest the spelling of words you don't know. When you correct the spelling of a word, MegaWorks checks the dictionary and lets you know if the word appears on the disk. But it isn't able to "guess"

the word you're trying to spell and suggest correct spellings. Both Sensible Speller and Pinpoint have that capability. So keep a dictionary handy if you use MegaWorks.

5. As mentioned earlier, when MegaWorks is done checking the spelling of your document, your corrected document is stored on the data disk. You then return to AppleWorks to edit or print your corrected document. However, when you return to AppleWorks, you will find that MegaWorks destroyed the on-screen formatting of your document. The document prints properly...but it isn't correctly formatted on your screen.

You can get the correct screen formatting easily (change the characters per inch size to any other number and then back to the size you intend to use), but it's surprising to see your entire document suddenly moved over to the right hand side of the screen and all your careful formatting work not reflected on the screen.

Overall Reactions to MegaWorks

MegaWorks is certainly an acceptable spelling checker for people who want a program optimized for ease of use, who work on short document such as letters, and who are not in a rush. It's the easiest of the three programs to learn, requires no user installation, and works well.

Next Month

Those are my reactions to MegaWorks. In the coming two months I'll evaluate the Sensible Speller and Pinpoint spelling checking programs and offer some suggestions and recommendations about buying and using a spelling checkers.

[Dr. Bert Greene is a Professor in the Department of Teacher Education at Eastern Michigan University. He uses AppleWorks to prepare course materials and articles for professional journals.]

NAUG SEMINARS

COMING TO CLEVELAND

NAUG sponsors half-day AppleWorks seminars in various locations throughout the country. These seminars, entitled "AppleWorks: Beyond the Basics" are presented by Warren Williams of Eastern Michigan University and Hal Heidtman of the Whitehouse, Ohio public schools. The seminars are intended for AppleWorks users who want to resolve AppleWorks problems and learn new techniques to help them use the flexibility inherent in the program.

Both Dr. Williams and Mr. Heidtman are frequent contributors to the *NAUG Forum* and teach intermediate and advanced courses on AppleWorks. They have conducted AppleWorks seminars throughout the country.

The next seminar is scheduled for **November 15** in the Cleveland area. For more information write or call NAUG.

PRINTER PRIMER

GETTING ITALICS IN YOUR PRINTOUTS

by Warren Williams

If I want to print a word in boldface, I type a Control-B. Underlining is Control-L. But I can't find the command to start and stop italics. My printer will do it...but what's the AppleWorks command to use this feature?

Unfortunately, there are no AppleWorks commands to start and stop italics, to print foreign characters, or start and stop overstrike print (lawyers like overstrike print...it allows them to show changes in a contract by overstriking the original text with hyphens). But if you have fifteen minutes, you can add most of these features to AppleWorks. If the feature is available on your printer, you can probably use it with AppleWorks.

Note that limitation: "If the feature is available on your printer...". AppleWorks allows you to use almost any feature available on your printer, but only with characters offered by your printer. For example, most Epson printers will print in italics, while the Apple Imagewriter I and II printers do not offer italics. Therefore, you can configure AppleWorks to print italics on the Epson printer but not on the Imagewriters.

I'll describe how to add italics to your AppleWorks printer functions. You can generalize that example to add additional printer features.

The strategy is to add your printer to the menu as a custom printer and replace unused codes (for example, superscript begin and superscript end) with printer commands that turn italics on and off.

You will need your printer manual and knowledge of how to add custom printers to AppleWorks. [Ed: *The Printer Primer* column in the first issue of the *Forum* describes how to add custom printers to AppleWorks.]

Here are more detailed instructions:

1. Look up the printer control codes to turn italics on and off in your manual. (If there are no control codes for italics, your printer probably doesn't offer that feature.)
2. From the Main Menu, select choice #5 (Other Activities).
3. From the Other Activities Menu, select choice #7 (Specify information about your printer(s)).
4. Tell AppleWorks you want to add a custom printer. Name it something to help you remember that this printer includes the italics function, for example, "Epson Italics".
5. At the Add Printer Menu, enter the settings that are correct for your printer. If you don't know which settings

are correct, look at how these items are answered for your printer when it's installed as a regular printer.

6. Follow the guidelines in the first Printer Primer article and add the control codes for the printer functions you want. For example, you undoubtedly want to be able to use underlining and boldface as well as different character sizes; so add the control codes for underline begin, underline end, and at least three or four different character sizes. But you can't add all the features. Decide whether you want to give up superscripting, subscripting or both. You will need those areas to store the commands for the special features you want to add.

In this example, I'll give up the ability to print subscripts when I want to print italics.

7. Tell AppleWorks you want to insert the control codes for subscript begin.

8. You already looked up the keystrokes required by your printer to start italics. Insert those keystrokes instead of the commands for subscript begin. For example, let's assume that you have the "Subscript Begin" screen on the display and that the keystrokes for italics begin for your printer are "ESCAPE i". You should type an ESCAPE, then the letter "i" (upper and lower case is important here) and then a Shifted-6 to indicate you are done entering codes for "subscript begin". (Of course we entered the code for "italics begin", but AppleWorks is none the wiser.)

9. Repeat step #8, but insert the code for "italics end" into the screen for "Subscript End".

10. Return to the Main Menu by pressing the ESCAPE key as often as necessary. This is important if you want to insure that AppleWorks writes your new printer instructions onto your program disk.

Printing With Italics

You are now ready to create documents that include italicized print. When you want a word italicized, go to the Options Menu (Apple-O) and enter the code for subscript begin (-B). When you want italics to stop, enter the code for subscript end (-E). To print that document, select your custom printer from the menu and you'll get italicized words.

Hints and Suggestions

A couple of hints and suggestions:

1. You can only add one custom printer to any AppleWorks disk. If you want to add more than one custom printer, you can add those printers to different copies of your AppleWorks program disk.
2. If you like to print your italicized words in darker print, consider using the combination of italics and boldface. To get both features simultaneously, add the codes for both "boldface begin" and "italics begin" one after an-

(**PRINTER PRIMER**, Continues on Page 8)

other in step #8 above. Now, whenever you issue a Subscript Begin command, your printer will get the message to turn on both boldface and italics. Also include the code for "boldface end" in the area for Subscript End in step #9 above.

3. AppleWorks automatically turns off all features such as boldface, underlining, superscripting and subscripting at the end of each line. You're going to have to "trick" AppleWorks if you want to be able to italicize a phrase that might print over more than one line. You can do that by inserting the command for "italics begin" into the Subscript Begin screen and the command for "italics end" into the Superscript Begin screen. Leave the Subscript End and Superscript End screens set at "None". Now AppleWorks doesn't "know" how to turn off italics at the end of every line. But you can turn italics off whenever you want by issuing the Superscript Begin command (+B) from the Options Menu. If you decided to print your italicized words in boldface, remember to add the codes to turn off both boldface and italics into the Superscript Begin screen.

Once you start thinking about using the flexibility of the custom printer menu, you'll discover there is a lot you can do with AppleWorks. Perhaps it's worth adding these features just as a learning experience to discover some of the power of the program.

[Note: Next month I'll cover how to print entire documents in **boldface**. I'm running out of ideas for this series. If you can think of printer problems or techniques that should be covered in **Printer Primer**, please send them to the **NAUG** postal box.]

[Dr. Warren Williams teaches computer applications courses at Eastern Michigan University, is a technical consultant to **NAUG** and is a frequent contributor to the **Forum**.]

DROP US A LINE...

NAUG is looking for interesting items about members to print in the **People Spotlight** segment. If you or a friend are involved in an unusual project or have received special recognition in connection with using AppleWorks let us know. Send a synopsis of the achievement, member's name and job title to **NAUG**.

NEXT MONTH'S Forum

- Δ All you need to know about pathnames.
 - Δ How to use a memory expansion card to speed up spelling checkers.
 - Δ How to print entire documents in boldface.
 - Δ How to produce return address labels with the data base module.
 - Δ Using the word processor to produce outlines.
 - Δ Review of Sensible Speller for AppleWorks.
 - Δ Novice Notes: Help for beginners.
- ...and lots more!

RECOVERING WHEN APPLEWORKS FREEZES

by Ron Nocket

Have you ever had important files on your desktop and then have AppleWorks "freeze up"? Usually that means you're about to lose everything on your desktop; you can't execute any AppleWorks commands, including the "SAVE" command. Here is a technique that sometimes gets AppleWorks and your files back.

(Note: All the "0"s are zeros, not the letter "O".)

1. Do a CONTROL-RESET (Hold down the Control key and press and release the Reset key. Note that you DO NOT use the Open-Apple key for this). Your screen should now be in 40 column mode. There should be an asterisk prompt at the bottom of the screen.
2. Type C073:0 and press the RETURN key.
3. Type the number 3.
4. Hold down the Control key and press the letter P.
5. Press the RETURN key.

That should clear the screen, put you in 80 column mode and place the cursor at the top left corner of the screen. If it doesn't put you in 80 columns mode, type FF59G and then 3 CONTROL-P. Press the RETURN key.

6. Type 2F0:2C 83 C0 2C 83 C0 4C 33 10 and press the RETURN key.

7. Type 2F0G and press the RETURN key.

This technique does not always work. But if it works for you in that one instance where you really need it, it will be worth knowing.

If it does work, either you will get a normal Main Menu screen or you will see the Main Menu with strange looking numbers for the choices. If your Main Menu looks normal, just continue using AppleWorks as if nothing happened. If you have unusual menu choices, choose the menu item to get back to your file and then hit ESCape. The Main Menu should now be fine. However, AppleWorks is not. Save your important files onto your disk and restart AppleWorks.

[Ed: These techniques worked when I use an unmodified AppleWorks program disk. However, but they did not work when I used a disk modified to take advantage my Checkmate Technologies card.]

[Ron Nocket is an educator from Pottsville, Pennsylvania. He teaches computer applications courses at the Pennsylvania State University and at a local school district. Mr. Nocket has written an AppleWorks textbook for use in his classes.]

NOVICE NOTES

"NAVIGATING" AROUND APPLEWORKS WITH APPLE-Q

by Herbert Williams

We all know that we can use the Apple-Q (QUICK) command to move between files on the AppleWorks desktop. Used in combination with the clipboard, Apple-Q allows you to quickly transfer portions of one file to any other file in the same application module; e.g., between documents in the word processor. But I was surprised to learn that Apple-Q has four other "navigating" functions.

The Apple-Q command lets you:

1. get to the "Review/Add/Change" screen in any application at any time,
2. switch between application modules even when you are deep in the menu structure of another application,
3. return to a file from deep within the AppleWorks menu structure, and
4. return to the Main Menu in three keystrokes from anywhere within AppleWorks.

Using Apple-Q to Return to "Review/Add/Change"

The "Review/Add/Change" screen is the screen you use most often in any AppleWorks application. It's the screen in which you create documents in the word processor, view records in a data base, and create spreadsheets. You undoubtedly return to the "Review/Add/Change" screen often while you're using the program.

For example, let's say you are in the data base module creating a labels report. Imagine that as part of the report definition process you need to see the format of some of the records in the data base file. How can you get back to the multiple-record layout screen quickly?

You can always use the ESCAPE key to return to the "Review/Add/Change" screen. However, the number of times you have to press ESCAPE depends on where you are in the AppleWorks menu structure. But if you press Apple-Q followed by RETURN anytime within the data base module, AppleWorks will take you back to the multiple or single record layout screen. [Ed: The AppleWorks data base has two "Review/Add/Change" screens; one for single record layout and one for multiple record layout. The word processor and spreadsheet modules have only one "Review/Add/Change" screen.]

The Apple-Q followed by RETURN technique works in any application; it takes you directly to the "Review/Add/Change" screen.

Using Apple-Q to Move Between Applications

The fact that Apple-Q works anywhere within AppleWorks lets you use the command to move quickly between applications. For example, imagine that you are writing a letter using the word processing module and want to reference some information in a data base file that is on your desktop. If you follow the on-screen prompts, you must press ESCAPE to return to the Main Menu, select choice #2 (Work with one of the Files on the Desktop) and press RETURN, then choose the file containing your data base records and again press RETURN. That's a total of five keystrokes.

You can speed the process by using Apple-Q. Whenever you are in the word processing module (yes, even with the Print Options Menu on the screen), press Apple-Q and select the file you want to view. AppleWorks will skip all the menus and move you directly to the other file.

Using Apple-Q to Skip Over Menus

You can use the Apple-Q command to skip over menus from anywhere within AppleWorks. For example, imagine that you are configuring a custom printer in AppleWorks. You can get 6 or more menus "deep" into the AppleWorks menu structure. For example, to set the underline code for a custom printer you must move through the following menus: Main Menu, Other Activities Menu, Printer Information Menu, Change Printer Menu, Printer Codes Menu, and Underline Begin/End Menu). When you are done entering the underline code, you can press the ESCAPE key six times until you are back to the Main Menu...or you can press Apple-Q and move directly to your application without seeing any AppleWorks menus.

Using Apple-Q to Return to the Main Menu

Apple-Q's ability to skip over menus makes it easy to return to the Main Menu with no more than three keystrokes from anywhere within AppleWorks. To return to the Main Menu from anywhere within AppleWorks, press Apple-Q followed by the RETURN key followed by the ESCAPE key.

The Apple-Q command gives you a lot of flexibility when using AppleWorks. Even advanced AppleWorks users sometimes have to remind themselves about the navigational power available from that simple command.

[Herb Williams is a retired school teacher and guidance counselor living in Hallandale, Florida.]

APPLEWORKS PERIODICALS

Monthly periodicals about AppleWorks:

Source	Title	Annual Fee
CW Communications	"The Main Menu"	\$49.95
Q-Mar Group	"AppleWorks Exclusive Reference"	39.95
NAUG	"The Forum"	24.00

RAM DISKS

HOW TO USE YOUR EXTENDED MEMORY CARD AS A RAM DISK

by Warren Williams

[Ed: An informal survey shows that many NAUG members are using memory expansion cards to increase the size of their AppleWorks desktops, but few are using the RAM disk capability of their cards to improve the operation of other programs.

This is the first of a series of three articles that will help you use your memory expansion card as a RAM disk. The first article discusses the concept of a RAM disk and describes how to get your extended memory card to function as a RAM disk. Next month's article describes how to move files onto the RAM disk. The third article in this series describes how to use the RAM disk to speed up operation of a spelling checking program.

While the author of this article refers specifically to setting up a RAM disk on a Checkmate Technologies card, the principles he describes are generalizable to owners of Applied Engineering cards.]

A RAM disk is a portion of memory inside a computer designed to emulate a disk drive. Most Apple owners of memory expansion cards have the capability to set aside relatively large amounts of memory to serve as RAM disks.

Why would someone use a memory expansion card to simulate a disk drive—a peripheral they already own? The answers are "speed" and "size". Consider that a RAM disk typically functions up to 40 times faster than a floppy disk and can keep up to 3 megabytes of programs and data available for immediate access. Some AppleWorks add-on programs that have marginal functionality in a floppy disk environment (e.g., the Pinpoint spelling checker) operate almost instantaneously when the program and/or dictionary are stored on a RAM disk.

Unfortunately, using a RAM disk involves adding another level of complexity to operating your Apple. This series will help you over the initial hurdles so you can get more out of your extended memory card.

Two Components of a Ram Disk

There are two components necessary to use a RAM disk:

1. The hardware; that is, the memory expansion card.
2. Software to "trick" the computer into treating the extra RAM like another disk drive.

In addition, you need a file copy program that is capable of copying files from your floppy disk drive onto the RAM disk. Not all copy programs have the flexibility necessary to copy files onto the expansion card. The "Filer" program on the ProDOS User's Disk, the Apple System Utilities disk, and the Copy II+ programs work properly. Locksmith and the early versions of the Apple IIc System Utilities cannot be used for this application.

Both the hardware and the RAM disk configuration software are supplied by the hardware vendor. Some companies (e.g., Checkmate Technologies) also supply a copy of the Filer program to transfer files to the RAM disk. However, the Filer is not as easy to use as other copying programs; I will describe how to use Copy II+ to transfer files to the RAM disk.

General Rules

Before getting into the details of configuring and using a RAM disk, here are two general rules about using a memory expansion card as a RAM disk:

1. After you run the program that configures a portion of your expanded memory card as a RAM disk, you should not turn off your computer or reset your machine using the Control-Reset or Control-Open Apple-Reset combinations. You will be storing data and/or programs on your RAM disk. Resetting your machine destroys the contents of RAM. You should not reboot or turn off your Apple until you save the data in the RAM disk onto a permanent media (such as a floppy or hard disk). Only then can you reboot your Apple; your work is now on another disk and the contents of the RAM disk are no longer valuable.

2. Remember that any changes you make to the files stored on the RAM disk will be lost when you turn off your computer unless you save those files onto a floppy or hard disk. You *must* save these files to disk before shutting off your Apple.

How to Configure Your Ram Disk

You configure a portion of your expanded memory card to function as a RAM disk by running the RAM disk configuration program supplied by the vendor. Typically the vendor supplies two versions of the program; one version that is used with DOS 3.3, the other with ProDOS applications. Since AppleWorks users work in the ProDOS environment, this article focuses on installing a ProDOS version of the RAM disk.

Boot up your Apple with the disk containing the RAM disk configuration program (generally you select that program from a menu of utilities provided by the vendor). Typically, that program will allow you to partition the memory card into two segments: (a) the portion of the card to be used as a RAM disk, and (b) the remaining portion of the card that will be available for the AppleWorks desktop. At first I suggest you configure the RAM disk to store 256K; that should be satisfactory for most applications.

Specific Instructions for Checkmate Technologies Cards

Here are specific directions for the Checkmate Technologies card. Owners of Applied Engineering cards should be able to generalize these instructions to their own units.

(RAM DISKS, Continues on Page 11)

1. The Checkmate card comes with a disk of programs. The front of that disk contains the programs necessary to upgrade AppleWorks; the back of the disk contains the programs that install a RAM disk. Boot your computer using the BACK of the disk.

[Ed.: As of September 26, 1986 Version 4.5 of the MultiRam Utilities is the current version available for the Checkmate Card. Earlier versions will not work with Pinpoint. Owners of Ram-Works cards should check with Applied Engineering to obtain the current version of their utility programs. Applied Engineering has recently revised its software.]

2. Press RETURN to skip the title screen.

3. The Utilities Main Menu should be on your display. Indicate you want to install the ProDOS version of the RAM disk program (i.e., select #3 from the Main Menu).

4. Indicate you want to customize the RAM disk program for your own application by selecting #2 from the Options Menu.

5. Indicate you want to set the amount of memory for your RAM disk by selecting #2 from the next menu.

6. The bottom of the screen shows the amount of RAM allocated to your expanded AppleWorks desktop and to your RAM disk. Press the "up-arrow" and "down-arrow" keys until you allocate 256K to the RAM disk. Then press RETURN.

7. The Checkmate software allows you to save your customized configuration so that you do not repeat steps #4 through 8 each time you run the RAM disk installation program. Select #3 from the menu to indicate you want to save these customization changes.

8. Indicate you want to change the MRAM.SYSTEM program to reflect these changes by responding "Y" to the prompt: "Save the custom changes to MRAM.SYSTEM also?"

Your RAM disk is now installed; each time you turn off or reboot your machine you will have to run the RAM disk installation program.

Next month I'll describe how to use a file copy program to install program and data files onto your RAM disk.

[Dr. Warren Williams teaches computer application courses at Eastern Michigan University. He is a frequent contributor to the NAUG Forum.]

BACK ISSUES OF THE NAUG Forum

The August ("The Premier Issue") and September issues of the **NAUG Forum** are available for \$3.00 per issue, including postage. Please send your check and request to the **NAUG** office at the address listed on the back cover.

DATA BASE TIPS

USING CODES INSTEAD OF NAMES AND WORDS by Frank Zucarro

Imagine yourself using the AppleWorks data base module to keep track of membership in an organization. You have different categories of members: active members, inactive members, complementary members, senior citizens, and charter members. So, obviously, one of the categories in your data base is "Member Type". What is not so obvious is what should be entered in each record for that category.

Many of us will enter one or more words in each record. Perhaps "Active", "Inactive", "Complementary" or the like. But perhaps you should use an alphabetic or numeric code for each entry instead of typing the complete word.

Advantages of Using Codes

The disadvantage of using codes instead of complete entries is obvious: you have to remember the codes. The advantages of using these codes are less obvious, so here's a list:

1. You save keystrokes. You only have to enter one letter for each record instead of typing a complete word.
2. You don't have to remember the correct words to enter. ("Let's see, did I call that form of membership 'Complementary' or 'Free'?")
3. You save screen space when displaying records in multiple record layout.
4. You don't "lose" records. (For example, if you misspell "complementary" on a record and then use the Find (Apple-F) or Record Selection Rules (Apple-R) commands to locate "Complementary" the misspelled record will not be selected. Will you notice that it's missing?)
5. Since the number of records stored in an AppleWorks data base depends on the amount of memory used by each record, you'll be able to fit more records into your data base.
6. You can place a record into more than one category. Here an example will help:

Imagine that you keep your name and address file in a data base. One of the categories in your data base is called "Codes". You enter a code of "R" for a relative, "F" for a friend, and "A" for a business associate. You also enter a code of "B" if the person gets a birthday card, a "C" if they get a Christmas card, and so on. Any single record will have a number of codes in the "Code" category. Then you can use the Record Selection Rules command (Apple-R) to select records that contain up to

(DATA BASE TIPS, Continues on Page 12)

three different codes (e.g., records of friends who are also business associates and who get Christmas cards).

There are many applications where codes are better than complete entries. For example, if you keep your tax records in an AppleWorks data base, you could have a code for each tax category. Enter the appropriate tax category code in each record and it will be easy to get a list of all your tax deductible entertainment or educational expenses.

You don't have to remember your coding schemes. Write them on the word processor and load both the coding scheme and the data base of your tax records onto the desktop. Then use Apple-Q to quickly switch between your tax codes and your tax records data base.

[Ed: Those of you who use "Quicken" should consider using a coding scheme instead of entering complete descriptions of the tax category for each expense. You'll save typing and won't "lose" entries because you entered "entertainment" instead of "business entertainment". Those of you who don't use Quicken should look at the tax management template in the NAUG public domain library.]

[Frank Zucarro is president of Aerodata Systems, an FAA licensed aeronautical instrument repair company. Mr. Zucarro uses AppleWorks to keep track of parts inventory, and repair orders.]

WORD PROCESSOR TIPS

Typing Indented Paragraphs

by Cathleen Merritt, Editor

Most people who think of an "indented paragraph" picture a paragraph with the first word indented or "tabbed" a certain number of spaces and the rest of the lines in the paragraph justified to the left margin. Here's an example:

This paragraph is in the format people usually visualize when they think of an indented paragraph. The first line is "tabbed" from the left margin and the rest of the paragraph starts at the left margin. But this is not an "indented paragraph" in AppleWorks.

In AppleWorks, the first line of an indented paragraph extends to the left margin and all the remaining lines are indented to the right of the left margin.

This is an indented paragraph in AppleWorks. You can see that the first line is shifted to the left of the remainder of the paragraph. Uses for this format are not immediately obvious, but the indent feature of AppleWorks is an important formatting option available in the program.

This differs from the normal meaning of the term "indented" and is initially confusing to some AppleWorks users. (In fact, most of the publishing trade calls these

"hanging paragraphs", not "indented paragraphs"...so you're not alone in your confusion.)

Why Use Indented Paragraphs?

Why would you want to use this unusual format?

—You use the indent feature when you want paragraphs such as this one...where the hyphens at the beginning of the paragraph project to the left of the remainder of the text. For this paragraph the indent command is set to two spaces. That's why the two hyphens at the beginning of the paragraph appear to the left of the rest of the paragraph.

2. Use the indent feature when you want to enumerate a list of points or prepare an outline. In this paragraph, the indent is set to four spaces (one character for the number "2", one for the period following the number, and two for the blank spaces). The number "2" is actually at the left margin; the rest of the paragraph is indented by the indent command.

You can simulate the indent command on the screen by pressing the RETURN key at the end of a line and then pressing the tab key on the next line. BUT DON'T DO IT! If you add or delete text to that paragraph, all your formatting will be incorrect and you'll have to extensively rework the paragraph.

How to Use the Indent Command

You invoke the indent command from the options menu (Apple-O) by typing "IN". AppleWorks responds by asking the number of characters you want to indent. Type the number & press RETURN. Then press the ESCAPE key to return to your document. Everything from the indent command to the end of the document is indented.

You turn indent off by setting the value of indenting to zero. To do this: place the cursor at the point where you want indenting to stop, go to the options menu, invoke indent with "IN", and set indenting to zero characters.

AppleWorks forces you to indent complete paragraphs. If you try to place an indent command in the middle of a paragraph the program will jump that command to the beginning of the paragraph. Eventually you might appreciate that feature...you don't have to move to the beginning of the paragraph to indent it. Therefore, the paragraph you are writing will be indented.

Two Types of Indented Paragraphs

Indented paragraphs are typically one of two types:

1. Paragraphs placed at the left margin...like this paragraph.
2. Paragraphs placed to the right of the left margin...like this paragraph.

You control whether the first line of a paragraph will be at the left margin or to the right of the left margin by resetting the left margin using the "LM" command on the

Options Menu; NOT with the indent command. The new left margin will remain in effect until replaced by a different left margin command; so you must reset the left margin back to its original setting at the end of these paragraphs. (Remember that the AppleWorks default provides a one inch left margin.)

Typically, the LM and IN commands are used together. For example, to create an outline, you would use the left margin and indent commands as follows:

-----Left Margin: 1.0 inches (optional: 1.0 is the default)

-----Indent: 4 chars

I. This is the first major point.

-----Left Margin: 1.4 inches

- A. This is the first important point for topic "I". If you write more than one line, the indent command insures that the rest of the paragraph is indented to the right...keeping it away from the letter "A" that is at the left margin. In this paragraph, the left margin was reset to 1.4 inches to move the letter "A" away from the original left margin of 1.0.

-----Left Margin: 1.8 inches

1. This is a sub-point for the idea in the paragraph above. It is moved to the right by resetting the left margin. But the indent command is still operational...and keeps this paragraph formatted.

-----Left Margin: 1.0 inches

II. This is the second major point...and so on...

I hope you'll agree that AppleWorks' indent command is a powerful formatting option that gives you greater control over the layout of your word processed documents.

Next month's issue of *Forum* will have additional information on how to use AppleWorks to prepare outlines.

BULLETIN BOARD NEWS

SOME ENCOURAGEMENT FOR NEW USERS

by Richard Lewandowski

NAUG BBS Sysop

NAUG BBS Phone (313) 482-8090
(300 or 1200 baud)

This month I'd like to address my comments to NAUG members who have little telecommunications experience but own a modem.

Let me encourage you to try the NAUG bulletin board. The NAUG bulletin board has more downloadable Appleworks templates than Compuserve and your toll charges may be less per minute than commercial connect charges. John Denzer (the NAUG librarian) has gathered over 20 disks of applications, and the best of

that collection is available on-line now. These disks represent the collection of AppleWorks templates and files distributed by TAWUG, an active AppleWorks users group located in Denver.

Here are some commands to help you get started. (If you leave me a message on the NAUG board or send me a note at the NAUG post office box, I'll send you a guide to help you remember most of the bulletin board commands. Please send a self-addressed stamped envelope if you contact me by mail.)

As on many systems, entering a Control-S while on-line with the NAUG board will stop transfer of information until you send a Control-Q. Control characters are usually sent by holding down the CONTROL key and then pressing the letter you wish to send.

While stopping and starting text may help you to read what you have selected, sometimes you realize that you do not wish to continue. A press of the space bar will send a break command on our BBS that will return you to the last command prompt you used. From that point you can choose what you really wanted, ask for help with a '?', or abort to the main prompt with a 'A'.

If you are apprehensive about the risks of long distance computer to computer communications, your local dialing area probably has at least one BBS system operating. These systems are a great place to practice. If will call the NAUG board you can get a list of bulletin boards around the country that use the same software we use. To get that list, enter the letter 'O' (not the number zero) in response to the command prompt from the NAUG board. You can practice on one of those local boards without the pressure of telephone toll charges or service charges for connecting. After you are comfortable, learn how to operate your equipment and telecommunications program, and meet some local users who are more than willing to help you, you can dial the NAUG board again and download some of our useful templates.

Remember...there is no charge to use the NAUG board. It's there to help members share information and get help.

Hope to see you on the NAUG board. And while you're on, why not try to leave a message of "hello" to the sysop (short for "system operator")...that's me. I want to meet you and keep in touch...that's why I volunteered to run our board.

THANK YOU

This is a special thank you to all the NAUG members for your ongoing interest in AppleWorks and the NAUG organization. Your participation by sending articles, questions and comments are greatly appreciated.

FROM THE NAUG LIBRARIAN

by John Denzer

The **NAUG** public domain library has grown substantially during the past month. We recently acquired the complete set of disks from TAWUG, an active AppleWorks group based in Denver. We decided to add selected files from the TAWUG library to our disks, so I am reviewing all the templates and files and writing documentation for those that we will add to the **NAUG** library.

If you would like to help with the review / documentation process, please contact me by mail or on the **NAUG** bulletin board.

Speaking of help...we have a "stock analysis template" I don't fully understand. The template appears to compute the income tax consequences of stocks when they are sold. If you are an investor interested in stocks and have the time to examine this template, validate its calculations, and write some documentation to help users, please contact me. This template could also serve as the basis for a new stock analysis template that reflects the next federal income tax law. If you're interested in developing that new template and some brief documentation, please let me know.

Templates in Our Library

Here is information about some of the templates in our growing library. (I'm working on a catalog of templates and should have that available shortly...I'll let you know about its availability in this column.)

Apparently no two teachers can agree on how to maintain and issue grades for students. The library contains a number of gradebook templates reflecting different philosophies about student grades and grading practices. These templates range from simple designs to complex gradebooks; one even computes the standard deviation of student grades. The gradebook templates are presently on NAUG disk #E01 ("E" for "education").

We have an interesting calendar template that was developed by Mr. Ron Carlisle, of Cobleskill, New York. The template emulates an appointment calendar from September, 1986 through August, 1987. It contains large blank areas where you can enter your appointments and use the block copy functions in the spreadsheet to replicate appointments that are repeated from time to time. You can revise this template to include months after August. If you make that revision, please send it on to me - I'll add it to the library. The calendar template is presently on NAUG disk #M01 ("M" for "miscellaneous").

We have an unusual data base template in the library; it is a file listing home remedies for common ailments. This data base lists the ailment (e.g., hiccups), describes the remedy, and provides the source (usually a magazine article) for the remedy. In some cases a number of different

remedies exist for the same ailment...I guess you keep trying them until something works. **NAUG** has not validated any of these remedies, nor do we recommend them...but you might find the template interesting. This data base template is presently on **NAUG** disk #M01.

I keep saying these templates are "presently" on a particular **NAUG** disk because the collection of files is growing quickly and there will undoubtedly be some restructuring of the library before we release our catalog.

More about different templates in our library next month. Meanwhile...keep 'em coming.

SPREADSHEET TIPS

MULTIPLE LEVELS OF "ARRANGE" IN THE SPREADSHEET

by Charles W. Kraph

The AppleWorks spreadsheet and data base modules both offer the "Arrange" command, a command that allows you to sort rows (in the spreadsheet) or records (in the base base) into a different order. However, both commands allow only one "level" of sort. That is, you can change the order based on the entries in any one column in the spreadsheet or any one category in the data base. AppleWorks doesn't appear to allow you to sort on two or more criteria simultaneously. For example, it seems that you can't sort sales figures so that they are arranged chronologically for different salesmen.

In actuality, two or more "levels" of sorting is relatively easy in AppleWorks. You can sort records by many columns or fields...as long as you do one sort at a time. Here's an example:

Imagine you are an educational administrator and you use a spreadsheet to keep track of students in different schools in your district. You want to reorganize the spreadsheet so that students are listed alphabetically within grade level in each school. That is, you want all students for Adams School to come before all students from Baker School. You want the students in first grade in Adams School to be listed before the second grade students in Adams School. And you want the students within each grade to be listed alphabetically. Finally, you want all the boys listed before all the girls.

Here's the way you want your list to appear:

SCHOOL	GRADE	LAST NAME	FIRST NAME	Sex
Adams	1	Butcher	James	M
Adams	1	Edison	Ralph	M
Adams	1	Smith	Edward	M
Adams	2	Allison	Michael	M
Adams	2	Duke	Patrick	M
Baker	1	Bobson	Thomas	M
Baker	1	Cooley	Daniel	M
Baker	2	Abby	Thomas	M
.
.
.

The trick to doing multiple levels of sorting in AppleWorks is the concept of "levels of sorts". Sorting must be accomplished in a sequence or hierarchy; that is, in different "levels". In our example, the least important level of sort is the students' first names. If two boys are in the same school and the same grade within that school and have the same last name, you want the students to be put in alphabetical order by first name. If there are two Smiths in first grade in Adams School, you want Brian Smith to be listed before Frank Smith. You want students placed in order by first name only if everything else is the same, so "First Name" is the lowest level of sort in this example.

The next level of sort in this example is "Last Name". That is, if two male students are both in the same grade in the same school, you want them listed alphabetically by last name.

The next level of sort is students' grade. If two male students are in the same school, you want them placed in order by grade.

"School" is the next highest level of sort, followed by "Sex" as the highest level of sort.

"Level of sort" is an important concept because you first want to arrange the data based on the lowest level of sort and then by progressively higher levels of sort. In this example, you would first arrange the data by students' first name, then by students' last name, then by grade, by school and finally by sex.

Here are some suggestions to help you sort your data correctly:

1. Save your work before you start to sort the data. If you save your work and then make a mistake, you can always remove the incorrectly sorted file from your desktop and recall the original from the disk. However, don't save your work once you start the sorting. Your spreadsheet is going to appear improperly sorted until you complete sorting at the highest level; then it miraculously takes the correct order.
2. Write a list of the categories on which you want to sort. In this example the list includes five categories: School, Grade, Last Name, First Name and Sex.
3. Say to yourself, "Which of these is the least important criteria for sorting?" or "Which one of these sorts should have an impact only if everything else is equal?". In our example it's the First Name category. Place the number one next to First Name on your list.
4. Repeat step 3 for the remaining categories.

For this example, your list would look like this:

School	4
Grade	3
Last Name	2
First Name	1
Sex	5

As indicated earlier, don't be distressed if your data are disorganized even after you complete the next to the highest level of sort. If you follow the proper sequence, your data will be in the correct order when you complete the highest level of sort.

[Chuck Kraph, a former software developer for Digital Equipment Company, is now president of C.K. Computers. Mr. Kraph develops applications and system software for numerous microcomputers.]

MAKE AN APPLEWORKS DISCOVERY? HAVE AN APPLEWORKS QUESTION?

Share your ideas and quandries with your colleagues. Send you letters, notes and articles to NAUG...earn a one year extention to your membership...see below!

GUIDELINES FOR CONTRIBUTORS

The **Forum** consists entirely of materials contributed by NAUG members. The **Forum** publishes three types of member contributions:

1. Letters: A letter written to the Editor that asks or answers a question, shares an idea or makes a statement.
2. Notes: A note is a brief article about a single theme.
3. Articles: Articles are generally from two to five double spaced pages long.

How to Submit to the Forum

1. Send paper copies of letters.
2. If possible, send both paper and disk copies of notes and articles. All disk copies should be AppleWorks files on 5-1/4 inch disks. If you don't submit a printed copy, please include a note describing what is on the disk.
3. All submissions to the **Forum** should include your name, address and telephone number. The **Forum** will cite you as the author of the letter, note or article but will not include your address or telephone number unless you specifically request that those be published. The Editor will make any necessary editorial changes to your submission.
4. Mail your submission to:

Cathleen Merritt, Editor, **NAUG Forum**
Box 87453, Canton, Michigan 48187

If you are a NAUG member and your article is published in the **Forum**, you will receive a **one year extention** to your membership. (This offer is not valid for letters to the Editor or for short notes.)

Forum

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Computing interests: _____

NAUG shares members' addresses with other users groups & selected vendors. If you do NOT want to receive mail from these agencies, please check here: ☐

Check all which apply:

___ Membership: \$24

___ 1st Class (to U.S. & Canada): \$10*

___ Surface Mail (outside U.S. & Canada): \$10*

___ Air Mail (outside U.S. & Canada): \$25*

** In addition to NAUG membership*

**Send this completed application AND
your payment. Total Enclosed: \$ _____**

MEMBER INFORMATION

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. The group provides assistance to members and information about the AppleWorks program and applications of the program. Our primary means of communication with members is through the monthly newsletter entitled the **NAUG Forum**.

COSTS & FEES

All fees are payable only in U.S. dollars.
Payment must accompany your order:

NAUG Membership--one year--includes	
bulk rate mailing of newsletter to addresses in the U.S. and Canada	\$24
First class mailing of newsletter to U.S. and Canadian addresses	\$10*
Surface mailing of newsletter outside of U.S. and Canada - delivery not guaranteed	\$10*
Airmail delivery of newsletter outside of U.S. and Canada	\$25*
Public Domain Disk Catalog (when available)	\$7
Public Domain Disks (includes postage in U.S. and Canada):	
First disk	\$6
Additional disks	\$4
Airmail postage outside U.S. and Canada (per disk)	\$2

** In addition to NAUG membership*